

BUREAU OF ENGRAVING AND PRINTING SECURITY AGREEMENT

Your recent invitation to the U.S. Department of the Treasury, Bureau of Engraving and Printing (BEP) to participate in (*event name, date and location*), requires the utilization of sensitive, high value United States securities and materials. Prior to receipt of this material, the Show/Event Sponsor clearly understands and agrees that:

1. The contents of BEP exhibits/displays/securities, hereafter referred to as "securities" are considered sensitive U.S. securities subject to absolute accountability. These materials are, and remain, the property of the United States Government.
2. BEP securities shall be secured in a locked area or security container, which has been approved by the Office of Security, Bureau of Engraving and Printing, at all times when not in use.
3. The facility (security room) where BEP securities are located shall be manned, at no cost to the U.S. Government, by a minimum of two (2) armed guards on a 24 hour basis. These guards will be equipped with a minimum of two (2) means of communications (e.g. radio, telephone). These armed guards will:
 - a. Insure that the rooms where the securities are located remain locked from the close of the show/event each day until the show/event begins the following day. No one will be allowed in the room after it is secured at the end of the show/event, without presentation of proper identification. The armed guards will keep a written record (time of entry/exit and reason for entering the room) of all persons entering the room during non-show hours. This log must be available for review at all times by BEP Security representative. All persons entering the secure area must be escorted by one of the armed guards.
 - b. Conduct and document (Officer/time/status) an hourly inspection, checking for loss, theft and/or damage, of the Bureau of Engraving and Printing materials.
4. BEP securities shall not be released outside of your facility without prior notification and written approval from the BEP Show Coordinator/Representative and the Office of Security, Bureau of Engraving and Printing (202) 927-2740.

5. Any loss, theft and/or damage of the BEP securities shall be immediately reported to the BEP Show Coordinator/Representative on the show/event's premises; the nearest U.S. Secret Service Field Office, and the Product Security Branch, Office of Security, Bureau of Engraving and Printing (202) 927-2740 (after hours – BEP Police Shift Commander (202) 874-7400.)
6. The Show Sponsor/Representative will cooperate in any investigation involving the loss, theft and/or damage of U.S. securities and any BEP property. In the event of loss, theft, and/or damage of these materials, the Show Sponsor/Representative will hold the Bureau of Engraving and Printing harmless in any claim, complaint, or course of action arising from protection of U.S. securities, by Non-Government individuals.
7. At the conclusion of the show/event, two (2) BEP Representatives on the show/event premises will inventory all BEP securities to be prepared for shipment to BEP.
8. Execute this agreement upon receipt, sign and return one copy immediately to the Bureau of Engraving and Printing, Office of Security, Product Integrity Division – Room 510-A, 14th & C Streets, SW – Washington, D.C. 20228 - (202) 927-2740 .

For use by the Show/Event Security Representative:

Print Name

Signature

Date

Title

*For use by the U.S. Department of the Treasury,
Bureau of Engraving and Printing, Office of Security:*

Signature
David Lindsey, Chief
Office of Security

Date